



ISCBOSINST 5060.1

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INTEGRATED SUPPORT COMMAND BOSTON INSTRUCTION 5060.1

Subj: BOSTON AREA HONOR GUARD

Ref: (a) COMDTINST M5728.2B, Public Affairs Manual
(b) COMDTINST M5060.11, Marine Corps Drill and Ceremonies Manual
(c) COMDTINST M1020.6D, Uniform Regulations
(d) COMDT COGARD Washington DC 201607Z APR01 (ALCOAST 177/01)
(e) COMDT COGARD Washington DC (ALCOAST 244/99)
(f) Decedent Affairs Guide, COMDTINST M1770.1 (series), Chapter 5-H

1. PURPOSE. To establish a standing Coast Guard Boston Area Honor Guard. The Honor Guard increases the Coast Guard visibility in the community by honoring those that have served before and with us.
2. DIRECTIVES AFFECTED: ISCBOSINST 5360.1 of 27 Dec 2001 is cancelled.
3. ACTION. Commanding Officers and Officers-in-Charge of Atlantic Area, First District, Maintenance and Logistics Command Atlantic, and Headquarters units in the Boston area will comply with the procedures in this instruction in accordance with references (a) thru (f).
4. DISCUSSION.
 - a. As directed by reference (e), the military funeral honors program (MFH) is mandated by law, requiring the parent service of a veteran to provide military funeral honors if requested by the next of kin. The MFH program is managed and coordinated through the ISC Decedent Affairs Officer (DAO). Upon receipt of a request for MFH, the DAO will locate and task the appropriate unit to provide MFH. No unit is exempt from this duty. The sudden and unexpected nature of death requires all CG units be prepared to respond to MFH requests on short notice. The ISC DAO will provide MFH training to any unit that requests it.
 - b. Honor Guard Definition: Honor Guards normally consist of three personnel that attend funerals, internment ceremonies or flag presentations to next of kin after a USCG retiree or veteran passes away.
 - c. The Coast Guard is frequently asked to provide an Honor Guard for funerals. Members of the Honor Guard represent the Coast Guard as a whole. It is essential that each member's training, performance and appearance be of the highest standard. Likewise, the burden of providing this service is to be shared equitably among the various units in the Boston area.

- d. The Honor Guard will be comprised of twenty-one (21) personnel selected from Coast Guard units in the Boston area. It will consist of a coordinator, who will normally serve for a period of two years, and two teams of ten members; with additional personnel filling in from other units on an as needed basis. The teams will rotate on a two week on, two week off period handling all events during that time frame. If additional personnel are needed for military funeral honors, the DAO will appropriately task local units.
- e. Personnel are assigned to the Honor Guard for a minimum of one year. Commands must identify replacement personnel prior to the departure/relief of any member and only assign members who have a minimum of 1 year left in their tour of duty in Boston.
- f. Local commands will assign people to the Honor Guard as follows:
 - (1) ISC Boston: Seven total-The Honor Guard coordinator, one E-6 team leader and five team members (E-6 or below).
 - (2) D1 Staff: Three E-6 or below team members.
 - (3) Sector Boston (to include all Sector units in the Boston area): One E-6 team leader and three E-6 or below team members.
 - (4) NESU Boston (to include all NESU units in the Boston area): Three E-6 or below team members.
 - (5) ESU Boston (to include all ESU units in the Boston area): Three E-6 or below team members.
 - (6) MSST Boston: One E-6 or below team member.
 - (7) All other Boston area units. Assigned on an as needed basis.
- h. As directed by reference (d), the flag presenters for each MFH team must be an active duty member of equal or senior rank/rate to the deceased. For burials of E-6 and below, Honor Guard personnel will be used. For E-7 and above, the duties shall be shared equally and assigned on an alternating basis between MLCA units and D1 units listed above. Upon receipt of a request for MFH for a person E-7 or above, the DAO will notify either D1 (da) or the ISC Boston Executive Officer to identify and assign a representative.

5. RESPONSIBILITIES.

- a. Integrated Support Command Boston will:
 - (1) Provide, issue and maintain the required Honor Guard equipment.
 - (2) Provide funding for the replacement of Honor Guard equipment.
 - (3) Provide local travel funding for ISC Boston members, when necessary.

- (4) The ISC Boston Executive Officer will assign E-7 and above personnel as flag presenters as outlined in paragraph 4.h. of this correspondence.
- b. First District (D1) (da) will:
- (1) Assign E-7 and above personnel as flag presenters as outlined in paragraph 4.h. of this instruction.
- c. Commanding Officers and Officers in Charge or MLCLANT/D1 Boston area units will:
- (1) Provide high caliber, well groomed, neatly uniformed personnel.
 - (2) Ensure that there are no lapses in assignments to this collateral duty.
 - (3) Ensure maximum participation by those assigned.
 - (4) Provide local travel funding for their members, when necessary.
 - (5) Provide a designated POC at their respective command for all issues regarding Honor Guard duties.
- d. The Decedent Affairs Officer shall administer the military funeral honors program for the ISC Boston AOR outlined in references (d) and (e).
- e. Honor Guard coordinator will:
- (1) Ensure that members of the Boston Area Honor Guard are properly trained and equipped to conduct military funeral honors.
 - (2) Serve as the Coast Guard liaison for funeral directors or next-of-kin seeking military funeral honors.
 - (3) Maintain a list of persons assigned to the Honor Guard.
 - (4) Remind commands before a member's term is up so that a replacement can be assigned prior to release.
 - (6) Coordinate all aspects of participation (transportation, etc.) once an assignment has been made.
 - (7) Maintain a list of all Honor Guard details, who is assigned to participate, and who actually participated.
 - (8) Maintain points of contact for each unit within the D1 AOR for Honor Guard details.
 - (9) Refer all requests to DAO for review, when the Honor Guard coordinator is unable to meet a request or believes meeting the request is not in the best interest of the Coast Guard.

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(10) Notify DAO whenever a burial request is received for a person E-7 or above.

(11) Promulgate the duty schedule for MFH teams.

f. Honor Guard Team Leaders will:

(1) Work closely with the Honor Guard coordinator to ensure all team members remain proficient in their assigned duties.

(2) Supervise the Honor Guard as appropriate during scheduled events.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

7. FORMS/REPORT. None



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CG ESU Boston
CG MSST Boston

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